



**ARIZONA PARENTS COMMISSION ON DRUG EDUCATION AND PREVENTION
GOVERNOR'S OFFICE FOR CHILDREN, YOUTH AND FAMILIES**

SPONSORSHIP APPLICATION FORM

Background

The Arizona Parents Commission on Drug Education and Prevention, also known as the Parents Commission, was created by voter initiative in 1996 and established by A.R.S. §41-1604.17. The Commission is comprised of nine members appointed to the Commission by the Governor to serve two-year terms. Membership consists of five parents of children currently enrolled in Arizona schools and one representative each from the education, county probation, prevention and treatment, and law enforcement professions

The Parents Commission sponsorships shall fund onetime events. The sponsorship funding is intended to support events that increase and enhance parental engagement and involvement in substance abuse prevention activities and/or have a youth focus on substance abuse prevention activities.

Sponsorship Requirements and Restrictions

The Parents Commission will provide sponsorships ranging from **\$1,500 to \$5,000 maximum** to organizations based in Arizona.

- **All sponsorships are paid on a cost-reimbursement basis.** A final invoice must be submitted no more than forty-five (45) days after the approved funds have been expended. All expenses must be expended prior to submitting the reimbursement request.
- The following are eligible to receive a sponsorship: schools/school districts and institutions of higher education; non-profit 501(c) 3 organizations; local government entities; and Tribal Nations.
- Organizations cannot receive more than one (1) sponsorship per state fiscal year (July 1st - June 30th).
- Organizations that currently receive funding from the Parents Commission are **NOT** eligible to apply.
- Food and beverage and other incentives are unallowable unless the service cannot be conducted without incurring such an expense. If incentives are requested please include a justification as to how the benefit outweighs the cost to the State and what valid public purpose the incentive serves.

Application Deadlines

Interested applicants should submit the attached application and budget along with sponsorship level descriptions and a schedule of the sponsored event. Applications will be reviewed based on the following deadlines:

February 1, 2014	June 1, 2014	October 1, 2014
April 1, 2014	August 1, 2014	December 1, 2014

APPLICATIONS MAY BE TELEFAXED, ELECTRONIC, MAILED OR HAND DELIVERED TO BELOW CONTACT INFORMATION.

Application Submittal

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SPONSORSHIP APPLICATION FORM

PLEASE COMPLETE THE FOLLOWING FORM
APPLICATION SHOULD NOT EXCEED TWO PAGES (12 PT FONT) IN ADDITION TO THE BUDGET PAGE

1. Name of organization:

EIN #:

2. Organization Type:

- ☐ School/School District or Institution of Higher Education
- ☐ Non-profit 501(c) 3 organization
- ☐ Government entity
- ☐ Tribal Nation

3. Contact person (name, address, telephone & email):

4. Purpose of sponsorship (include name if applicable):

5. Date and location (only one-time events will be considered):

6. How does this onetime event increase and enhance parental engagement and involvement in substance abuse prevention and/or have a youth focus on substance abuse prevention activities?

7. Target audience:

Line Item Budget

Budget line items **MUST** be limited to the categories listed below. No other types of expenses will be considered.

Food and incentives are **not** allowable expenses.

Please round budget category totals to the nearest dollar.

SAMPLE BUDGET		
Budget Category	Line Item (Sample Narrative)	Requested Funds
Direct Cost		
Keynote Speaker/Workshop Presenter Fees	Payment of \$250 for two (2) hours	\$500
Scholarships	Scholarships to attend conference - Ten (10) students x \$100 each	\$1,000
		\$0
Event Material/Supplies	100 Binders @ \$5.00 each	\$500
Printing		
Flyers	Printing 1000 flyers @ \$1.20 each	\$1,200
Programs	Printing 300 @ \$3.50 each	\$1,050
Total		\$5,000

ACTUAL BUDGET		
Budget Category	Line Item	Requested Funds
Keynote Speaker/Workshop Presenter Fees		
Scholarships		
Supplies		
Printing		
Flyers		
Programs		
Total		\$

- A. Only expenses that were incurred and paid after official award notice was made will be reimbursed;
- B. The cost must be reasonable, i.e., the cost is generally recognized as necessary for the performance of the project and is one that a prudent person would consider reasonable given the same set of circumstances;
- C. It must be allocable to the sponsored project, i.e., the cost is incurred for the benefit of only one project or the item can be easily assigned to multiple benefiting projects. A specific project may only be charged that portion of the cost which represents the direct benefit to that project;
- D. The cost must be treated consistently with other similar costs incurred in like circumstances in accordance with generally accepted accounting principles;
- E. The cost must conform to any limitations or exclusions stated in generally accepted accounting principles or in the sponsored agreement, i.e., the cost must be "allowable" and not specifically designated as unallowable by regulation or grant/contract specific award conditions;
- F. If registration sponsorships are provided, a certified list must be submitted demonstrating that sponsorship recipients attended the event/conference; and
- G. Event give away items must be justified as to why these are important to the event.

Authorized Signature

Date